

Chief, Personnel Division (C)

26 July 1951

Chief, Fiscal Division

Personal Service Contracts

1. This office is in receipt of Personal Service Contracts Nos. P-203-51 and P-208-51, dated 9 July 1951 and 2 May 1951 respectively. Subsections e. f. and g. of No. P-203-51 and subsections f. and g. of No. P-208-51 were not completed prior to receipt.

2. The contracts have been completed by the Payroll Branch on the basis of information received by telephone from a representative of your office. Delay in processing payment action in connection with future contracts can be avoided if the documents are checked for completeness prior to release to this office.

3. The issuance of appropriate instructions in connection with this matter will be greatly appreciated.

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c.c. Payroll
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